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ROUTING SLIP

Date

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FROM:

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REMARKS:

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Mutual OF OMAHA

MUTUAL BENEFIT HEALTH & ACCIDENT ASSOCIATION
The Largest Exclusive Health and Accident Company in the World



V. J. SKUTT,
PRESIDENT

July 13, 1960

STAT

[Redacted] President
Government Employees Health Association
P. O. Box 463
Washington 4, D. C.

STAT

The following is the procedure we propose to follow concerning conversions of members of your group who may terminate.

Since each government employee, upon termination, must complete a 2810 Form, the back of which contains a request for conversion, we ask that you forward this 2810 Form to my attention at the Home Office. The form will serve as our notice of receipt of a request for conversion and, when we receive the form, we will, in turn, forward the employee the necessary application material.

The application material will contain instructions that is to be returned directly to the Home Office and, from thenceforth, all communication with that employee will be between he and the Home Office.

In this manner, I feel that we have eliminated a considerable amount of work that may have fallen on your shoulders otherwise.

If you have any questions or suggestions concerning this handling, please do not hesitate to contact me.

Sincerely,


Norman C. Conway
Regional Service Manager
Group Div.

NCC:DG



HOME OFFICE — OMAHA, NEBRASKA